

PLEASE POST

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**COUNTY OF ERIE
NOTICE OF VACANCY**

DEPARTMENT: HEALTH

LOCATION: ENVIRONMENTAL HEALTH
503 KENSINGTON AVENUE

TITLE OF POSITION: SENIOR CLERK TYPIST
(PROVISIONAL)

SHIFT: 8:30 AM – 4:30 PM

POSITION NUMBER: # 51016561

JOB GROUP & SALARY SCALE: 4 - \$32,964 - \$39,965

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing (see Note 1) and one (1) year of office clerical experience (see Notes 2 & 3).

NOTE 1:

One year of office clerical experience, which included typing, may be substituted for the required typing course

NOTE 2:

Completion of a one (1) year or longer post high school secretarial course, which included typing, may be substituted for the required experience. Additional office clerical experience which included typing, may be substituted for the required experience. Additional office clerical experience which included typing, beyond the one-year requirement, may be substituted for high school on a year- for- year basis.

NOTE 3:

Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

THIS NOTICE WILL BE POSTED FOR THE PERIOD: MAY 17, 2022
THROUGH AND INCLUDING: MAY 24, 2022

**PLEASE REPLY IN WRITING (INCLUDE RESUME) TO ERIE COUNTY HEALTH
DEPT., ATTN: REBECCA LANDAHL, 95 FRANKLIN ST. ROOM 952, BUFFALO, NY
14202 OR EMAIL REBECCA.LANDAHL@ERIE.GOV**